

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1, dated 10 Jun 2004, is supplemented as follows

2-1 p. Added. It is strongly recommended that each person on any flight out of the local area or overwater flights beyond power off gliding distance from land, wear or carry personal survival equipment. The weight of the survival equipment shall not exceed twenty pounds unless approved by the PIC. The following is a list of suggested items to carry in the personal survival equipment kit:

- 1) Survival vest, soft-sided backpack, or duffel bag
- 2) Survival blanket
- 3) Packaged fire starter and waterproof container with strike anywhere matches
- 4) Knife
- 5) Signal mirror
- 6) First Aid Kit
- 7) Water purification tablets
- 8) Plastic Water Bag
- 9) Whistle
- 10) Compass
- 11) Gloves
- 12) Metal container or cup
- 13) One liter of water
- 14) "550" Parachute Cord (25 Feet)
- 15) Three high-energy food bars
- 16) Duct tape, electrical tape
- 17) Long burning candles
- 18) Boonie Hat or Floppy Hat
- 19) Pyrotechnic device (smoke, flares, etc)

2-1 q Added. The pilot in command shall operate the aircraft from the **left seat only**, and, except in an emergency, he/she will make all takeoffs and landings., except when:

- 1) the PIC is receiving training for CFI or CFII certification IAW CAPR 60-1 from a current and qualified CAP Instructor or Check Pilot who is present in the aircraft, or;
- 2) the PIC is a currently designated and qualified CAP Check Pilot or CAP Instructor Pilot.

2-1 r Added. Aircraft flown for USAF funded missions are to be used in the following order: CAP Corporate Owned, Member Owned, Member Furnished - i.e. Rental, Aero Club, etc.

- 1) When a corporate aircraft is signed in to a USAF funded mission, it will be immediately refueled and released to the **Incident** Operations staff for sortie assignment at the direction of the Incident Commander. The aircraft may be assigned to any other current and proficient Mission Pilot and crew in support of the mission.
- 2) Priority of use of corporate aircraft will follow the flight release codes in order from A-C, except that A6 and **C15** Cadet Orientation missions will not be rescheduled for EPIC photo missions unless a customer directed time need must be met. In the event of an aircraft scheduling conflict, excluding A1 or A2 missions, the Wing Commander or his/her designee will determine the allocation of aircraft.
- 3) In the event a corporate aircraft is not available for a given mission, member-owned aircraft are approved for use in CAP flight operations, provided:
 - (a.) The aircraft is inspected by the Wing Director of Operations or his/her designee prior to initial service, and annually thereafter, by the Group Safety Officer using the CAPF 71, CAP Aircraft Inspection Checklist.

- (b.) An Aircraft information file is assembled and maintained containing items listed in Sections c, d, f, and g of Paragraph 2-14d (to include the 100 hour inspection if required by FARs), at any time that aircraft is used in any CAP flight activities.
- (c.) A copy of the CAPF 71 will be submitted to the Florida Wing Chief, Aircraft Maintenance who will generate a letter accepting the aircraft for use on CAP flight activities, and publish a roster of approved aircraft at least quarterly.
- (d.) Member-furnished aircraft rented from military flying clubs and businesses that regularly rent aircraft for use in personal aviation may be used in the event corporate or member owned aircraft are unavailable for a given CAP flight activity, provided such operation is covered by the aircraft owner's insurance. Due to the more stringent oversight and maintenance provided by such businesses, a CAPF 71 and aircraft information file is desired but not required of rental aircraft used in CAP flight operations. Aircraft borrowed, or otherwise obtained from owners who do not rent aircraft as part of their regular business operations, may not be used on CAP flight activities without following items (a.) through (c.) of this paragraph.

2-5 b Added. Florida Wing pilots and aircraft are authorized to conduct flights in Georgia and Alabama Wings below N32.00° Latitude without special approval.

2-5 g Added. A 200% buffer will be maintained for aircraft flying outside the local area with less than 10 hours remaining until recurring maintenance inspection and/or requirement (i.e. recurring ADs, 100-hour inspection, etc). For example, if a flight planned for five hours, there must be at least 10 hours remaining before the next maintenance or inspection. This restriction does not apply to flights by the Florida Wing State Director. All other exceptions must be authorized by the Wing Commander or his/her designee.

2-8 i Added. Mission check pilots will maintain a pilot information file at Wing HQ under the same requirements as for check pilots.

2-8 m Added. A copy of the Pilot Data Summary (FLWG Form 12) will be maintained as part of the pilot records.

2-10 The CAPF 5 check ride required by this paragraph must be given by a Check Pilot designated by the Wing Commander or his/her designee.

2-14 c The Aircraft Flight Log (FLWG Form 43) shall be used as the primary document for preparing the monthly Form 18 for National Headquarters. The FLWG Form 43 must be completed in accordance with the instructions on the back.

2-14 d Added. The file must include photocopies of the most recent supporting logbook entries for the following:

- 1) Fifty-Hour Inspection
- 2) Hundred-Hour Inspection
- 3) Annual Inspection
- 4) Transponder Certification
- 5) Altimeter/Pitot-Static System Certification
- 6) ELT Battery Replacement

2-14 i Added.

- 1) Florida Wing Supplements to CAPR 60-1 and Operations-related wing policy letters.
- 2) Local procedure items (specific of aircraft/unit assignment)
- 3) Aircraft Safety Bulletins
- 4) Survival Equipment Information (Equipment onboard, dates of certification, capacity, etc.)

2-21 Added. Florida Wing General Operating Rules. The following general operating rules apply to all flight activities involving Florida Wing CAP Aircraft.

a. Each Florida Wing aircraft will be equipped with the following equipment:

- 1) Chocks and tie down ropes
- 2) CO Monitor
- 3) Cabin and pitot cover
- 4) Avionics panel security and/or gust lock
- 5) Control lock
- 6) Baggage tie down net
- 7) Combination lockbox for the aircraft keys (master, door, avionics lock) or a combination lockbox secured to the outside of the aircraft or hanger (when aircraft is stored within), containing aircraft keys to provide ready access to the aircraft. Combinations and the location of the lockbox will be forwarded to Florida Wing Chief, Current Operations. This data must be updated when changed or annually.
- 8) The practice of giving separate keys to members is strongly discouraged. Unit commanders of units with assigned corporate aircraft will provide a complete list of members possessing keys to those aircraft to the Wing Commander or his/her designee quarterly.
- 9) The chocks and tie down ropes will be stored in an appropriate container under the cargo net the cargo area of the aircraft. Survival equipment, including flotation devices, will be kept away from all petroleum products. The container will have an inventory of the contents and total weight of the container with contents posted on the outside of the container.

Note: None of these items may be removed from the proximity of the aircraft without the permission of the Wing Commander or his/her designee. Removal will be noted in Flight Schedule Pro and in the Corporate Aircraft Information File as a discrepancy.

b. The Wing Director of Operations will be informed in advance of any aircraft movement if the aircraft is relocated for a period of more than 18 hours.

c. The aircraft Pilot Operating Handbook will be placed in an area that is readily accessible to the PIC, without assistance, during all aircraft operations.

2-22 Added. Pilot in Command (PIC) Responsibilities. The following operational procedures are the responsibility of the PIC when utilizing a CAP Corporate Aircraft.

- 1) Ensure that all corporate aircraft flights are properly scheduled in Flight Schedule Pro.
- 2) Report any maintenance problems to the aircraft's assigned unit aircraft maintenance officer and annotate in the Corporate Aircraft Information File and Flight Schedule Pro.
- 3) Assure the aircraft is properly secured and serviced, all trash, debris, and bugs are removed from the aircraft and all FLWG Form 43 entries are completed.
- 4) Advise the FRO of the beginning and ending Hobbs and Tachometer times for the flight.

2-23 Added. All FLWG pilots are required to attend continuing flight education such as: a Flight Clinic as set forth in CAPR 50-11, a FLWG Operations Training Seminar, the National Check Pilot Standardization Course or completion of an FAA Wings Program Phase. This continuing education must be accomplished on an annual basis. Appropriate completion certificates will be maintained in the member's Pilot Information file at his or her unit of assignment for at least 2 years.

3-2 i Added. Chief Check Pilot.

- 1) Chief Check Pilots must hold FAA Certified Flight Instructor (CFI) Certification and at least a third class medical certificate.
- 2) Chief Check Pilots for Group Headquarters may be designated by the Wing Commander or his/her designee. Additional Chief Check Pilots may be appointed, based upon need, and will be designated as above. One of the designated Chief Check Pilots will be designated as the Group Chief Check Pilot based upon the recommendation of the Group Commander with approval of the Wing Commander or his/her designee.
- 3) One Chief Check Pilot assigned to wing headquarters will be designated as the Wing Chief Check Pilot.
- 4) Chief Check Pilots will be designated on a Wing Personnel Authorization approved by the Wing Commander or his/her designee.

3-2 j Added. All requests for pilot authorization(s) (Orientation pilot, instructor pilot, etc.) will be sent to the Florida Wing Chief, Standardization and Evaluation using the Florida Wing Form 11 as a cover sheet. The Florida Wing Form 11 will be accompanied by one copy of the current CAPF 5, CAPF 91, pilot certificate(s), medical certificate(s), and a Florida Wing Form 12 (Pilot Data Summary).

3-2 k Added. New pilot orders will be generated as follows:

1.) The Florida Wing Chief, Standardization and Evaluation will generate a list of Chief Check Pilots, Check Pilots, Instructor Pilots, Mission Check Pilots and Cadet Orientation Pilots to be recommended to the Wing Commander or his/her designee for appointment,

2.) This list will be provided to the Wing Director of Personnel will generate the appropriate Personnel Authorization for consideration by the Wing Commander or his/her designee,

3.) The Wing Commander or his/her designee will sign the Personnel Authorization appointing Chief Check Pilots, Check Pilots, Instructor Pilots, Mission Check Pilots and Cadet Orientation Pilots. Temporary appointments to Instructor Pilot, Mission Check Pilot and/or Cadet Orientation Pilot are effective on the date the FLWGF 11 is signed by the Florida Wing Chief, Standardization and Evaluation. A signed copy of the FLWGF 11 is considered temporary authorization to act in these capacities until the wing personnel authorization for that position has been updated as noted above. This temporary approval will not exceed 60 days. Permanent approval may be delegated to the Florida Wing Chief, Standardization and Evaluation.

3-3 a 5) Added. Prior to acting as pilot in command of a FLWG Cessna 172R or S model, pilots must receive either:

- A) an initial CAPF 5 check ride in a Cessna 172 R or S model or,
- B) if the pilot already has received an initial CAPF5 check ride in another model Cessna 172, the pilot may elect to receive only type-specific ground training from a Florida Wing Instructor Pilot or Check Pilot. Such training must be annotated in the pilot's logbook.

The training or check ride must review the fuel system and cold and hot start procedures for fuel injected aircraft. The training in para 2) above does not have to include a flight portion, but must include an actual preflight inspection of an R or S model Cessna 172 and an actual cold and hot start of the same.

3-5 c Members should complete a minimum of one hour of proficiency flying prior to a CAPF 5 flight check. The proficiency flying should be completed within 30 days prior to the CAPF 5 flight check. This proficiency can be self conducted or conducted with a any flight instructor, in or out of CAP. New members must receive orientation and preparation for the CAPF 5 flight check within 30 days of the date of the flight check. The orientation must include as a minimum, a review of CAPR 60-1.

3-5 d In order to act as a Check Pilot in Florida Wing, Check Pilots must have received a Check Pilot CAPF5 initial or annual standardization flight check from a designated Florida Wing Chief Check Pilot during the preceding 12 months. Chief Check Pilots will be required to complete an annual Chief Check Pilot CAPF 5 standardization flight check with the Wing Chief Check Pilot or his designee, FAA Designated Pilot Examiner authorized to administer CFI flight checks, CAP-USA Flight Examiner, or in conjunction with the National Check Pilot Standardization Course.

3-5 e Only CAP Check Pilots who hold FAA Instrument Instructor certification in the applicable category aircraft shall conduct the flight check required by this sub-part. The Wing Commander or his/her designee may grant a written waiver.

3-5 j Any CAP member not assigned to FLWG who visits or resides in Florida on a temporary basis, or who transfers into FLWG, must complete a local procedures familiarization flight with a FLWG Check pilot prior to conducting any flight as PIC in FLWG corporate aircraft. In addition, if the member is mission qualified, then the member must complete a familiarization flight with a FLWG Mission Check Pilot in order for the member to perform missions as a SAR/DR pilot in FLWG. Both flights may be combined into one, if the check pilot is also a mission check pilot. The Wing Commander or his/her designee may grant a written waiver to these requirements. *This section does not apply to aircrews responding to Florida Wing requests for mutual aid during actual SAR/DR operations.*

3-5 k Added. Upon the completion of any flight check, the check pilot or mission check pilot will forward one copy of the CAPF 5 or CAPF 91 and a copy of the Pilot Data Summary (FLWG Form 12) to the Florida Wing Chief, Standardization and Evaluation. This documentation is required to complete the semi-annual check ride trend analysis as required by the Statement of Work signed by CAP and the USAF.

3-5 l Added. A Florida Wing check pilot who has given a pilot dual instruction in preparation for a CAP checkride may not administer the check ride to that pilot. The Wing Commander or his/her designee may approve an exception.

3-5 m Added. The Florida Wing Chief, Standardization and Evaluation will be notified of the unsatisfactory flight check when a member fails to successfully complete a Form 5 or Form 91 flight check. The notification of the failure will include all pertinent information regarding the failure. The notification will be made by the check pilot that evaluated the member within a reasonably quick period of time. If a member receives an overall unsatisfactory rating on an Annual Standardization Form 5 flight check that member will not be authorized to operate CAP aircraft on CAP flight activities. The Wing Director of Operations, with the concurrence of the Wing Commander, will determine whether or not remedial training is required prior to rescheduling the member for a subsequent check ride.

3-6 g Added. All senior member flight training described in this paragraph must be submitted in advance using a FLWG Form 111 that is approved by the Wing Commander or his/her designee.

3-8 Each pilot wishing to act as PIC of a FLWG CAP aircraft shall maintain a minimum quarterly average of one hour per month of pilot proficiency flying.

3-9 d In addition to meeting the provisions of CAPR 60-1 and CAPR 60-3, members should complete at least one hour of proficiency flying prior to a Form 91 Mission check ride. This proficiency flying can be accomplished by conducting a SAR/DR training sortie, actual SAR/DR sortie, or other flight profile that reviews mission pilot tasks. CD mission sorties do not meet the proficiency flying requirements of this paragraph.

4-3 a The Wing Commander or his/her designee, must approve all wing-funded C8 or C9 flights prior to such flights taking place. The work order number issued for all wing-funded C9 or C8 flights will be written in the remark box on the FLWG Form 43 along with the notation "WW" (Wing Waived).

4-5 e Added. All Florida Wing Flight Release Officers must have access to email. In addition, all Flight Release Officers must be registered with and active on Flight Schedule Pro. Failure to register and/or to properly close out flights within 48 hours of the completion of those flights on Flight Schedule Pro may result in removal from the position of Flight Release Officer.

4-6 c The Florida Wing Chief, Standardization and Evaluation Officer is hereby designated to receive, process, and maintain all CAPF 99's on behalf of the Wing Director of Operations. CAPF 99's should be physically mailed or transmitted electronically to his residence.

4-9 a Changed. Group Commanders. Group Commanders with units conducting CAP flight activity shall:

6) Added. Not appoint more than two (2) FRO's per unit with flight activity.

7) Added. Forward Group Personnel Authorizations containing the names, unit of assignment, and contact information of the appointed FRO's for the group to the Florida Wing DO any time there is a change, appointment, de-appointment of any FRO within the group. Group FRO appointments will then be published on Wing FRO orders and posted accordingly. FRO appointments will only be valid upon inclusion of Wing published FRO orders.

8) Added. Review all CAPF 99's generated within the group on a monthly basis in order to identify numbers of hours flown within the group. Special emphasis will be placed upon the identification of hours flown in member furnished aircraft. This information will be communicated to the Florida Wing Chief, Current Operations, monthly.

4-9 b 5) Added. Pilots must ensure all their flights in CAP corporate aircraft are scheduled in Flight Schedule Pro.

4-9 b 6) Added. Any person who schedules a flight on Flight Schedule Pro, and that flight is cancelled for any reason, is responsible for immediately ensuring the reservation for that flight is cancelled.



Evelyn Holdren, Lt. Col, CAP
Director, Administration



Joseph J. Martin, Colonel, CAP
Florida Wing Commander

ATTACHMENT 1**SUPPLEMENTAL FORMS**

Florida Wing Form 11 - Request for Pilot Authorization

Florida Wing Form 11i - Request for Member Training

Florida Wing Form 12 - Pilot Data Summary

Florida Wing Form 43 - Florida Wing CAP Corporate Flight Operations Log

ATTACHMENT 2

HOW TO BECOME A CAP PILOT

As a new member pilot, AFTER you have completed Level 1 and CPPT, have a CAP ID card and a CAP approved uniform, the following steps should be taken to become qualified as a CAP pilot:

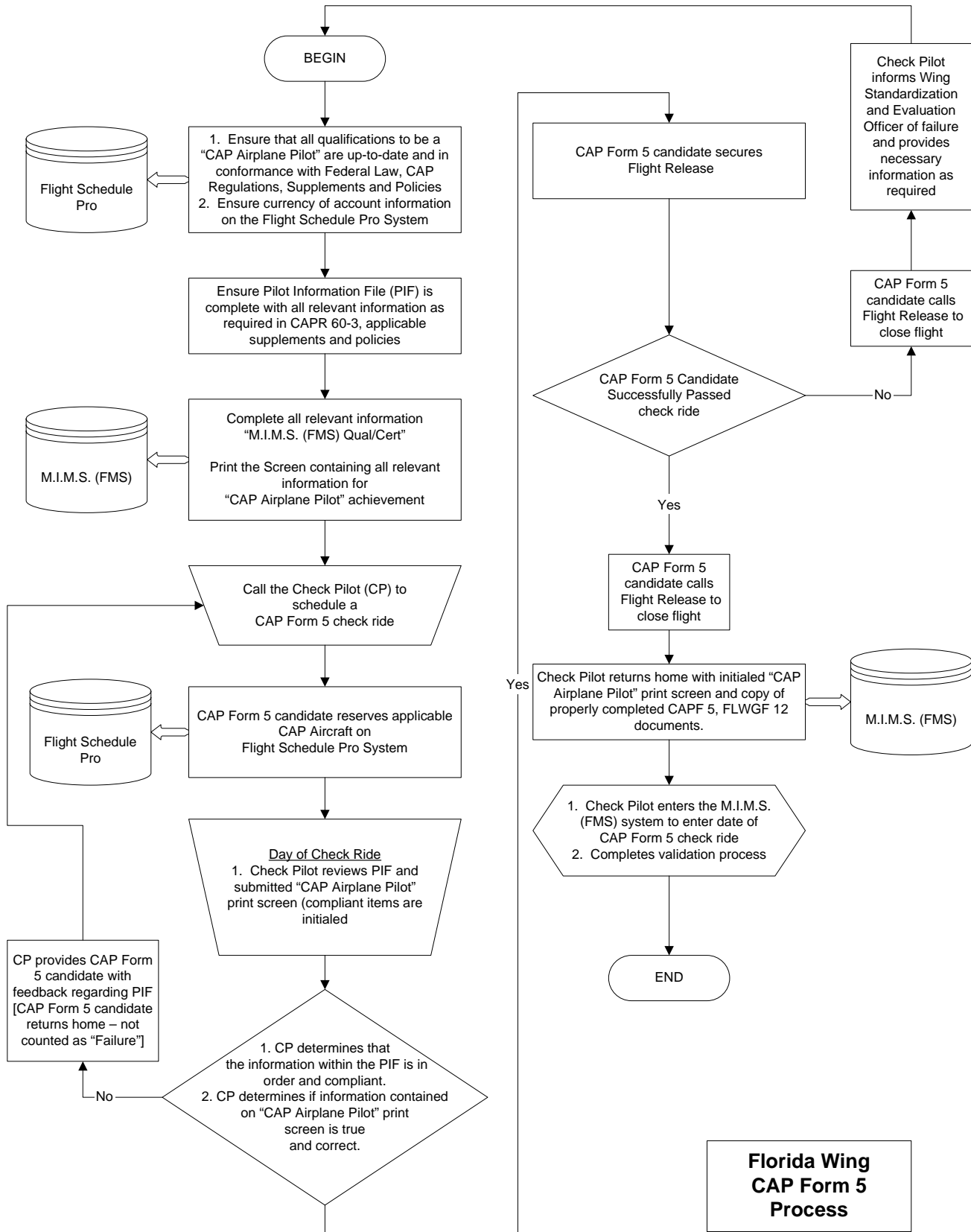
- 1. Obtain a current copy of CAPR 60-1. Study it and become very familiar with it.** CAPR 60-1 can be ordered from the CAP Bookstore, downloaded from the NHQ web site or the Florida Wing web site at: <http://flwg.cap.gov> Also download copies of applicable supplements to CAPR 60-1, a Form 5 and a current Florida Wing Form 12 (Pilot Data Summary) from the "Downloads" page. You will be expected to have a copy of CAPR 60-1 and all Supplements with you on the day of your check ride and know them well. If you do not have Adobe Acrobat Reader, download it and install it on your computer. You will need this to read and print CAPR 60-1. Take the Form 5 written test online at the CAP National web site and print out a completion certificate to give to your Check Pilot on the day of your ride.
 - 2. Be intimately familiar with the aircraft (C-172 or C-182) that you will use for the check ride. (You should show at least 1 hour of logged proficiency flying in the aircraft within 30 days of your check ride.)** You need to know systems, emergency procedures, weight & balance, flight release, etc. Also, familiarize yourself with the CAP Aircraft Information File that is kept in the plane.
 - 3. At the minimum, you MUST fly to the level of the FAA Private Pilot Practical Test Standards. If necessary, put in enough flight time with a CFI until you become proficient in ALL of the requirements of the PTS.** (There may be some of the tasks that a pilot hasn't done for a while and is probably rusty on. If you are not familiar with what the PTS requires, a copy may be purchased from any pilot shop for about \$5.00 or downloaded free from the FAA.
 - 4. Follow the procedures listed in CAPR 60-1, Attachment 5, Paragraph 1(all) and the Florida Wing Supplement to CAPR 60-1 PRIOR to scheduling the check ride.**
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ADDITIONAL STEPS FOR PROSPECTIVE CADET ORIENTATION PILOTS

- 1. Obtain a current copy of CAP Pamphlet 52-7 (Cadet Orientation Flight Syllabus) and become very familiar with it.** You will be quizzed on it during your check ride. This can be obtained from the CAP Bookstore or online from the National web site. Orientation Flights are a learning experience for the Cadets.
 - 2. Take the online Cadet Orientation Pilot test on the NHQ web site and print out a completion certificate.** You must give this to the Check Pilot on the day of your ride.
 - 3. Advise your Check Pilot when you schedule with him or her that you would like to become an O-ride pilot.** They will then tailor your ride accordingly. Along with a high level of proficiency, we are also looking for knowledge of the Cadet Flight Syllabus and smoothness in your control of the aircraft. Many Cadets are flying for the first time and it MUST be a positive experience for them.
 - 4. When you have successfully completed your Form 5 check ride and the Check Pilot has certified you to fly Cadets, obtain and fill out a current Florida Wing Form 11.** This form goes to your Unit Commander and then to the Florida Wing DOV. **IMPORTANT: also send copies of the items listed on the bottom of the FLWG Form 11. Obsolete forms or incomplete submissions WILL NOT be processed.**
 - 5. Once the Wing DOV and/or the Wing Commander has approved and signed the Form 11, it will be returned to you.** When you receive the signed Form 11 or your name appears on Wing orders (but not before), you can fly Cadets. **Remember, being a Cadet Orientation Pilot is a privilege that is not granted to everybody simply because they have the required flight hours. We take the safety of our cadets VERY seriously.**
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CAP Check Pilots and Instructor Pilots can and will assist you during your prep for the check ride. If you do instructional flying with a Check Pilot prior to your Form 5, then a second Check Pilot MUST do the ride itself. Also, keep in mind, that on the day of the check ride, your Check Pilot is there ONLY to evaluate, NOT to instruct. In addition, once the check ride begins, the Check Pilot MUST generate paperwork. Review the FAA PTS in advance, be prepared and proficient on the day of your check ride and all should go well. If you have any questions please feel free to contact me.

REMEMBER, FLIGHT SAFETY IS PARAMOUNT!!!!

ATTACHMENT 3

ATTACHMENT 4**Example M.I.M.S. (FMS) Screen Print****Qual/Achv: CAP Airplane Pilot**[Back to Review Member](#)

 Denotes Pending Task(Awaiting Validation)  Denotes Expired Recurring Task (Must be Re-accomplished and new date entered)

*If CAP Airplane Pilot is **inactive** and there are no expired task listed below, please click [HERE](#) to ensure the pilot is qualified in at least one aircraft.

FAA Pilot Certificate	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
FAA Private SEL			
FAA Private SES			
FAA Private MEL			
FAA Private MES			
FAA Comm/ATP SEL	04/04/89		
FAA Comm/ATP SES			
FAA Comm/ATP MEL	04/09/89		
FAA Comm/ATP MES			
FAA Medical	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
FAA Class 1 Medical			
FAA Class 2 Medical	06/28/04		06/30/05
FAA Class 3 Medical < 40			
FAA Class 3 Medical 40 and over	06/28/04		06/30/06
FAA Class Special Medical			
FAA Flight Review	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
FAA Flight Review	10/24/03		10/31/05
FAA Instrument Rating	No of Required Tasks: 0		
Tasks:	Current Date:	Pending Date:	Expiration:
FAA Instrument SE	03/09/85		
FAA Instrument ME	03/25/86		
CAPF 5 Airplane Questionnaire	No of Required Tasks: 1		

Tasks:	Current Date:	Pending Date:	Expiration:
CAP Airplane Questionnaire	10/24/03		
CAPF 5 Airplane Annual Flight Check	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
CAPF 5 Airplane Annual	10/28/03		10/31/04
CAPF 5 A/C Initial	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
CAPF 5 Airplane Initial	01/18/03		
Statement Of Understanding	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
Statement of Understand	10/25/02		
CAPF 5 Annual Powered CAPR 60-1 Exam	No of Required Tasks: 1		
Tasks:	Current Date:	Pending Date:	Expiration:
CAPF 5 Annual Powered CAPR 60-1 Exam	10/12/04		